



Role of the Senior Functional Advisor

Diane M. Smith

District East

Senior Functional Advisor -
Contracts



SFA Role

- ✿ Dedicated to helping the CAO improve
Workforce Skills
- ✿ Focus on people and their skill needs rather than policy or performance issues
- ✿ Not supervisors or process champions/owners



SFA Mission

- ✿ Move DCMC's core specialties forward in an integrated way to respond to current or future needs
- ✿ Nurture DCMC's core specialties and ensure continued growth and excellence
- ✿ Mentor all personnel performing the designated functions, regardless of series (including CAO management)



Duties of the SFA Assistance

- ✿ Coach & Mentor the Workforce
- ✿ Identify functional training needs via formal or informal instruction
- ✿ Work with CAO Management & functional specialists on systemic issues & recommend proper actions
- ✿ Respond to questions/requests from individual constituents



Functional Advocacy

- ✿ Identify functional updates, best practices & lessons learned
- ✿ Focal point for emerging technologies and business practices
- ✿ Advisor to constituents; teacher, coach and mentor
- ✿ Develop training matrixes



Performance Analysis

- ✿ Identify skill and training needs
- ✿ Assess competencies of the functional community
- ✿ Analysis and assistance - IOA's, MCR's and other reviews
- ✿ Identify areas where the quality of work
can be strengthened and devise an appropriate course of corrective action

Accomplishments/Initiatives



- ✿ **Quarterly Contracts Newsletter**
- ✿ **Developing Training Matrixes**
- ✿ **Briefing packages developed in response to CAO needs:**
 - Synopsising, Order Issuance, Negotiation Process, Weighted Guidelines,
 - Use of FPRAs and more



Accomplishments/Initiatives (cont.)

* Briefings under development:

- CRRP, CAFU, T&M and more

* Tools that assist constituents

- CRRP checklist, T&M surveillance plan

* Supporting Teams and Other Efforts

- Pre and Post IOA/MCR assistance,

- Recurring field visits to provide functional

- updates and coaching sessions



What Else Can Your SFAs do for YOU?

- ✿ Solicit ideas for articles in the Quarterly Newsletter?
- ✿ New briefing packages and tools?
- ✿ Additional coaching sessions?
- ✿ And more?



SFAs - Network for Assisting Contracting Officers

Thomasina Parker
District West
Senior Functional Advisor -
Contracts

SFAs - Network for Assisting Contracting Officers

🐼 Agency Joint Guidelines (AJGs)

- GS 1102 positions; all grades = about 30
- Pricing and TCO positions complete
- Remaining updates to be complete 30 Sept.

SFAs - Network for Assisting Contracting Officers

🐼 General Observations - an SFA Perspective

- Involve SFAs early, before problem
- Educate your management - SFA can help!
- Documentation - critical to 'empowerment'

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DOCUMENTATION IS YOUR ROAD MAP

* “If you don’t know where you’re going, any road will do.”

* “If you don’t know where you’re going, how will you (or ~~any~~ anyone else) know ~~when~~ you’ve arrived?”



REGULATION

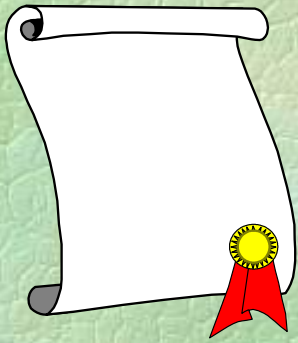


EMPOWERMENT



SFAs - Network for Assisting Contracting Officers

Minerva Blanco
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DCMC/NC MA

- 🐼 DCMC Contract
- Coverage
- Administration
- Benefits
- Upcoming Events
- CPCM
- Participation
- Questions/Answers